



Job Description

Job Title: Referral Order & Volunteer Co-ordinator

POSCODE:

Grade: J33

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Main Accountabilities

| | Main Accountabilities |
|----|--|
| 1 | To recruit, train, retain and monitor a cohort of volunteers to meet the needs of the service and develop a range of new volunteering opportunities across the range of YJS services |
| 2 | To provide regular support, supervision and performance management to volunteers in line with NYJS and NCT policy. |
| 3 | To develop, maintain and update the YOT Volunteer and Referral Order policy and guidance. |
| 4 | To coordinate and facilitate the delivery of Referral Order Panels and work with practice managers to ensure that contracts meet the needs of children and victims in line with Northamptonshire Youth Justice Service expectations. |
| 5 | To design and deliver training packages for YJS staff to ensure that the NYJS quality expectations of Referrals Orders are sustained. |
| 6 | Keep appropriate case records, statistics and other information to ensure targets are met; meeting the requirements of the service, its partner agencies and the Youth Justice Board. |
| 7 | To liaise with partners and colleagues internally and externally to ensure that every child has has the same opportunities to successfully complete their Referral Order. |
| 8 | Assist in the development, production, updating and communication of practice and policy guidance and procedures relating to reparative activity and victim work to reflect new and current guidance, legislation and need. |
| 9 | To undertake any other tasks commensurate with the grading of the post. |
| 10 | To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs and ensure that this is applied in practice |
| 11 | To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust. |

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification**Qualifications, Knowledge, Skills and Experience**

Minimum level of qualifications needed for this post

| Qualifications Required | Subject | Essential/Desirable |
|--|---|----------------------------|
| Educated to degree level or equivalent by experience. | Evidence of sufficient education to degree standard or equivalent by experience | Essential |
| Professional Certificate in Effective Practice Training relevant to Youth Justice | Youth Justice | Desirable |

Minimum levels of knowledge, skills and experience required for this post

| Identify | Details | Essential/Desirable |
|---|--|----------------------------|
| Knowledge: | | |
| Knowledge and understanding of current legislation and issues relating to youth crime and young people who offend. | Able to identify, interpret and apply appropriate legislation. | Essential |
| Knowledge and understanding of the management of volunteers within a youth justice setting | Able to identify, interpret and apply appropriate legislation. | Essential |
| Some experience of Referral Orders and child first approaches to youth justice | Able to understand how child first approaches work within youth justice services | Essential |
| Skills: | | |
| Able to communicate effectively and to create and maintain positive working relationships with victims, young people, parents and a wide range of other professionals and agencies. | | Essential |
| Have excellent IT skills including use of word, excel and an ability to learn to use and understand specialised systems. | Able to proficiently produce documents using word or similar, to organise and monitor referral order panels via spreadsheet, and to be able to learn to use the specialist | Essential |

| | | |
|--|--|-----------|
| | youth justice systems relevant to this role | |
| Able to use your own initiative, be well organised and work to targets, meeting strict deadlines and prioritising workload. | | Essential |
| Able to work as part of a multi-agency team | Able to communicate with partner agencies, recognising different agency aims and values | Essential |
| Able to read and write comprehensive reports, to maintain high quality records and correspondence dealing with complex issues. | | Essential |
| Able to design and deliver training packages | | Essential |
| Be able to gather information from internal and external sources in order to assess a child's needs and match to appropriate volunteers. | | Essential |
| Ability to give presentations to employees and other agencies/partners | | Desirable |
| Experience: | | |
| Experience of working in a discipline directly related to the Criminal Justice System | | Essential |
| Experience of supervising volunteers or staff | Able to work with, engage and build relationships with volunteers | Essential |
| Some experience of recruiting, training and organising staff or volunteers | Able to supervise, motivate and lead a team working with young people who have offended and are subject to Reparation or other restorative interventions | Desirable |
| Some experience of working within a Youth Justice Service. | | Desirable |
| Experience in designing and delivering training packages | | Desirable |
| Disclosure Level | | |

| | |
|--|--------------------------|
| What DBS Level is required for this post? | |
| None | <input type="checkbox"/> |

| | |
|--------------------------|-------------------------------------|
| Standard | <input type="checkbox"/> |
| Enhanced Child Only | <input type="checkbox"/> |
| Enhanced Child/Adult Bar | <input checked="" type="checkbox"/> |

Working Arrangements

| | |
|---|-------------------------------------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible) | |
| Fixed | <input type="checkbox"/> |
| Flexible | <input checked="" type="checkbox"/> |
| Field | <input type="checkbox"/> |
| Home | <input type="checkbox"/> |